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5-7081

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Agency Survey of Microfilm Operations

1. You will recall that on 15 December 1953 we submitted to the Archivist of the United States an inventory of microfilming equipment owned or rented by the Agency. The equipment inventory was only one of seven schedules constituting a microfilming operations survey questionnaire which the General Services Administration sent to all Government agencies.

2. We could not submit the other six schedules as that would have involved the revealing of security information. Those schedules covered such matters as:

- a. The specific types of records which are being micro-filmed.
- b. The validity of the determinations to microfilm specific types of records.
- c. The efficiency and cost of typical individual micro-filming projects.
- d. Current standards for microfilming and the need for modification thereof.

3. Authority to conduct this survey was granted the Administrator of General Services by Section 505(c) of the Federal Records Act of 1950. The survey which was made to determine the need for and the efficiency and cost of microfilming operations being carried on by Federal agencies had as its objectives:

- a. Government-wide standardized procedures.
- b. More effective equipment use and improved space utilization.
- c. Reduced costs for microfilm operations.

4. The survey is now complete and a summary report released by the General Services Administration indicates great possibilities for savings

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in microfilming operations through the adoption of the following recommendations:

- a. Establishment of a continuing Government-wide microfilm control program.
- b. A requirement for all agencies to obtain approval for new projects in accordance with regulations to be established.
- c. A review of existing projects.
- d. The passage of enabling legislation which would give the General Services Administration authority to control projects and equipment in accordance with standards to be established.
- e. The appropriation of funds for a highly qualified General Services Administration staff.

5. We feel that there are proportionate savings possibilities in this Agency, and, although we could not participate in the Government-wide survey, in our opinion there is an obligation to comply with the intent of this survey. Accordingly, we have prepared as the initial step in surveying the microfilming operations of the Agency, a questionnaire on which all major organizational components are requested to furnish data concerning their microfilming operations similar to that requested by General Services Administration.

6. A copy of the proposed questionnaire, together with the draft of an Agency Notice, is attached for your approval and authentication. The questionnaire and Notice have the concurrence of the Chief of Logistics (Chief, Technical Review and Policy Staff). No further concurrences are believed to be necessary.

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Chief, Management Staff

Attachment
Proposed Questionnaire
Draft of Proposed Agency Notice

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ORIGINAL DOCUMENT MISSING PAGE(S):

Missing 1 Attachment